

**From:** [Kimberly Lile Dowty](#)  
**To:** [Kimberly Lile Dowty](#)  
**Subject:** FW: H-GAC\_COVID-19\_Guidance\_Revised Return to the Office Manual  
**Date:** Wednesday, May 20, 2020 9:39:42 AM  
**Attachments:** [H-GAC\\_COVID-19\\_Guidance\\_Manual\\_Return\\_to\\_Work\\_revised\\_5-19-20\\_issued.pdf](#)  
**Importance:** High

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**From:** Wemple, Charles <[charles.wemple@h-gac.com](mailto:charles.wemple@h-gac.com)>  
**Sent:** Tuesday, May 19, 2020 3:02 PM  
**To:** Jessica Routzahn <[jessica@narc.org](mailto:jessica@narc.org)>; Maci Morin <[maci.morin@narc.org](mailto:maci.morin@narc.org)>; Erich Zimmermann <[erich@narc.org](mailto:erich@narc.org)>; Ginny Lewis Ford <[glewisford@txregionalcouncil.org](mailto:glewisford@txregionalcouncil.org)>  
**Subject:** FW: H-GAC\_COVID-19\_Guidance\_Revised Return to the Office Manual  
**Importance:** High

Good Afternoon!

I've added a section to the Return to the Office Manual. Others may be grappling with how to handle the scenarios of a team member becoming ill at the office or if we encounter a documented case of COVID-19 in the workplace.

Feel free to post and share.

Thanks!

Chuck

**CHUCK WEMPLE**

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**From:** Wemple, Charles  
**Sent:** Tuesday, May 19, 2020 2:01 PM  
**To:** Everyone at H-GAC <[EveryoneatH-GAC@h-gac.com](mailto:EveryoneatH-GAC@h-gac.com)>  
**Subject:** H-GAC\_COVID-19\_Guidance\_Revised Return to the Office Manual  
**Importance:** High

Good Afternoon, Team H-GAC!

At the staff meeting last week, questions came up about how we would respond to the scenarios of a team member becoming ill at the office or if we encounter a documented case of COVID-19 in the workplace. I mentioned we were working on protocols and would issue them soon. I've added a

section to our Return to the Office Manual so we have everything in one place rather than issue separate guidance. The revised manual is attached and includes a section on the protocols for these scenarios (see Section 9), a place to track revisions (Section 3), and associated corrections to the cover and table of contents. Please read it. We all need to be familiar with what we are putting in place to provide a safe workspace.

Please join me for a virtual staff meeting on Tuesday, May 26 at 2:00pm to discuss our progress on Phase IV, potential timing of Phase V, and questions you might have about the field protocols and revised manual. Please watch your inbox for a calendar invite.

I appreciate you.

Thanks,

Chuck

**CHUCK WEMPLE**

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